



TOWN OF EAST LONGMEADOW
Zoning Board of Appeals

Application for a Variance

Date Received _____
Town Clerk's Office: _____

For office use only:

Appeal # _____

Hearing Date _____

Decision Date _____

The undersigned hereby applied to the zoning Board of Appeals for a Variance, in the manner and for the reasons set forth below:

Amount of Filing Fee: \$95.00

Applicant Name: _____ Phone: _____

Applicant Address: _____

Property Location: _____

Property Owner: _____ Phone: _____

Address of Owner: _____

If applicant differs from owner, state nature of interest:

Assessor's Map/Parcel Number: _____ Zoning District: _____

Numbers of Years Owned: _____

Variance Requested: _____

Cite Section & Title of the Zoning By-Law

Attach additional sheet if necessary

Description of hardship as required by Massachusetts General Laws Chapter 40A:

If the applicant differs from owner, the applicant *will* be required to submit one original notarized letter, copy of a proposed purchase & sales agreement or lease, or other documents with the application to prove standing and interest in the parcel or structure.

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Application for a Variance– Page 2

Existing Level of Development of the Property – Number of Buildings: _____
Present Use(s): _____ Gross Floor Area: _____ sq. ft.
Proposed Gross Floor Area to be Added: _____ --- sq.ft., Altered: _____ sq. ft.

Description of Construction Activity (if applicable): _____

Attach additional sheet and plans if necessary

Site Plan Review (required to be completed prior to applying to the Zoning Board of Appeals):

Site Plan Review Number _____ Date Approved _____

[] – Not Required – Single or Two Family use

Is the building a designated Historic Landmark? _____ Yes [] No []

Have you applied for a building permit? _____ Yes [] No []

Have you been refused a building permit? _____ Yes [] No []

For what reason?

The following information must be submitted with the application at the time of filing. Failure to do so may result in a denial of your request.

- ☐ Seven (7) copies of the completed **application form**, each with original signatures.
- ☐ Seven (7) copies of a **certified property survey** (plot plan) and one (1) reduced copy (8 1/2" x 11" or 11" x 17") showing the dimensions of the land, all wetlands, water bodies, surrounding roadways and the location of the existing improvements on the land.
- ☐ Seven (7) copies of a **proposed site improvement plan** and one (1) reduced copy (8 1/2" x 11" or 11" x 17"), drawn by a certified professional. This plan must show the exact location of all proposed improvements and alterations on the land and to structures including property lines, setback dimensions and requirements as specified in the Zoning by-laws.

The applicant may submit any **additional supporting documents** to assist the board in making its determination.

Signature: _____ Date: _____

Applicant's or Representative's Signature

Representative's: _____ Phone: _____

Address: _____ Fax: _____

NOTE: Advertising costs will be billed directly to the applicant by the newspaper.